



MONTANA STATE HOSPITAL POLICY AND PROCEDURE

EMPLOYEE RECREATION – HOSPITAL FACILITIES

Effective Date: September 1, 2002

Policy #: HR-09

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- I. PURPOSE:** To establish guidelines for employee recreation utilization of hospital gymnasium and weight room in the Therapeutic Learning Center (TLC).
- II. POLICY:** Montana State Hospital recognizes the role of employee recreation to the overall moral and health of the work force. In line with this recognition, the Montana State Hospital will make available the reasonable use of the hospital gymnasium to the employees of the Montana State Hospital.
- III. DEFINITIONS:** None
- IV. RESPONSIBILITIES:**
 - A. All employees must abide by policy and recreate in a safe, professional manner while using Montana State Hospital equipment.
- V. PROCEDURE:**
 - A. Any employee wishing to use the hospital gymnasium or related facilities (i.e. weight room) will sign a release recognizing the use as occurring on non-hospital time for private recreation, and accepting all liability of injuries that may occur. A copy of the signed release will be kept on file in the Rehabilitation Department.
 - B. Fifteen-minute work breaks may not be used for personal recreation in the gymnasium.
 - C. Lunch breaks may be used for personal recreation in the gymnasium. A work schedule cannot be modified without supervisor approval.
 - D. At no time may an employee utilize the gymnasium for personal recreation when they are scheduled to be working.
 - E. Patient utilization of the gymnasium is a priority over all employee recreation.
 - F. Any employee found to be abusing this privilege may have that privilege restricted. Appeals to such a restriction can be made to the Director of Human Resources.
- VI. REFERENCES:** None
- VII. COLLABORATED WITH:** Hospital Administrator

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XII. ATTACHMENTS: None

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Rhonda Klima Date
Acting Director of Human Resource